

**JOB DESCRIPTION**  
**MURFREESBORO WATER AND SEWER DEPARTMENT**  
**ASSISTANT DIRECTOR**

**1. JOB TITLE:** ASSISTANT DIRECTOR

**2. DEFINITION:** The Assistant Director is responsible for performing upper level administrative and managerial work. The position requires an individual who is capable of exercising independent judgment and who possesses management and human relations skills and the psychological qualities generally required to work with the public and staff. The employee is directly responsible to the Director of the Water & Sewer Department. All employees are responsible to the City Manager. The position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having occasional occupational exposure to bloodborne pathogens. As Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT / JOB LOCATION:**

- a. The Assistant Director will safely operate a motor vehicle, a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system, various communication devices and other modern office equipment.
- b. The job location is primarily the Administrative Offices of the Water & Sewer Department. Travels to City Hall and outside facilities as required. All City buildings and vehicles are smoke-free and tobacco-free.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. In the absence of the Director, serves as chief administrator and general manager of the Department; assists the Director in overseeing the daily activities of the department.
- b. Oversees potable water, wastewater treatment and lift station operations.
- c. Participates in the design of treatment plant facilities and selection of equipment.
- d. Participates in preparing the Department budget, prepares payroll budget and reviews operations expenses.
- e. Operates a computer to enter, retrieve, review and modify data; utilizes word processing spreadsheets, database, and other programs.
- f. Evaluates work assignments to suggest possible changes that result in greater job efficiency and safety.
- g. Develops and revises job descriptions as necessary.
- h. Recommends ordinances and ordinance changes as appropriate to the operation and administration of the Department.
- i. Reviews operations design and methodology.
- j. Approves plats, plans and specifications for water and/or sewer service.
- k. Prepares specifications and bid documents for structures, equipment and material as needed.

- l. Reviews and recommends engineering proposals to the Water and Sewer Board and to the City Council.
- m. Reviews contracts, contractor estimates and construction activities.
- n. Recommends personnel administrative actions, including employment, promotion, disciplinary action or termination of Department personnel to the Director.
- o. Interacts with the public and other City employees to disseminate information regarding Department and personnel activities.
- p. Represents the Department before the City Council and civic groups.

**5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:**

- a. Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least twenty-one (21) years of age.
- b. Must possess a diploma from an accredited college or university in engineering, sciences, public administration, or a related field.
- c. Must have five years or more of increasingly responsible administrative or management experience in water and wastewater utilities.
- d. Must be well versed in water and wastewater treatment technology.
- e. Must have legal authorization to work in the United States of America.
- f. Must consent to and pass a pre-employment drug screening.
- g. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- h. Must have a driver's license valid in the State of Tennessee, and the ability to safely operate a motor vehicle.
- i. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- j. Must not have been convicted of or pleaded guilty or entered a plea of *nolo contendere* to any felony charges or to any violation of any federal or state law or City ordinance relating to force, violence, theft, dishonesty, gambling or controlled substances.
- k. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol within the past five (5) years.
- l. Must have the ability to report for work on time and perform the duties of the job for a complete work day.
- m. Must have the ability to occasionally work beyond normal hours, at night or weekends and to travel to various seminars and conferences for the benefit of the department.
- n. Must have the ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- o. Must have strong organizational, analytical, interpersonal and communication skills.
- p. Must have the ability to exercise independent judgment within the limits of the position.

- q. Must have the ability to concentrate and accomplish tasks to meet deadlines despite interruptions.
- r. Must be able to perform a variety of tasks simultaneously or in rapid succession.
- s. Must possess a good working knowledge of personal computers with specific software knowledge of Microsoft Word, Excel, databases, and other programs.
- t. Must have a good reputation for and the ability to maintain confidentiality.
- u. Must have the ability to coordinate, delegate and negotiate.
- v. Must have ability to make sound financial and budgetary decisions.
- w. Knowledge of personnel policies and procedures.

Exempt  
Safety Sensitive  
December 31, 2007